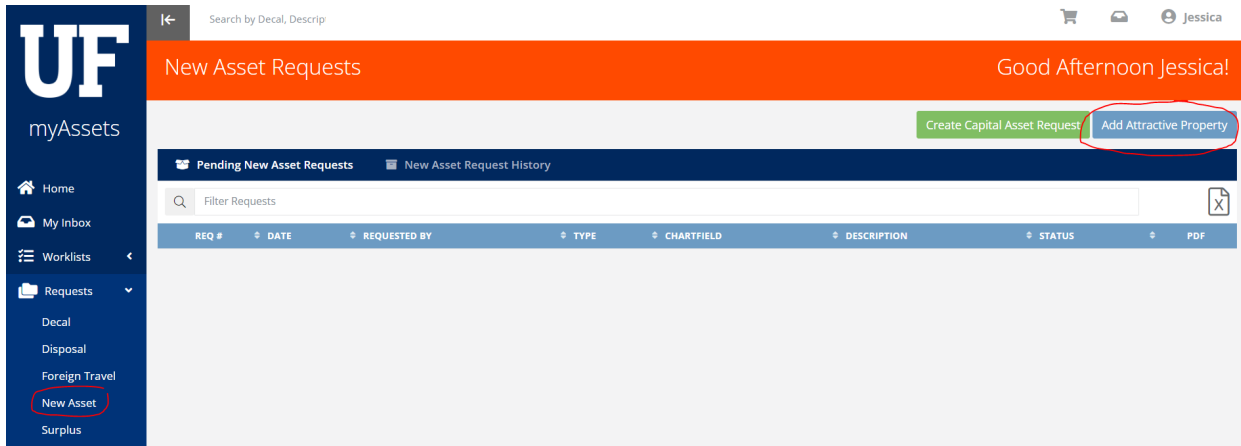# Adding Attractive Assets in myAssets

Attractive assets can be loaded into myAssets in one of two ways:

1. **Individually—**This is done by logging into myAssets, going to the **Requests** on the left-hand side and clicking on **New Asset**. You can then click the blue **Add Attractive Property** button on the right-hand side where you will be required to fill in a variety of information on the asset before you can click the **Add** button at the bottom of the page. Please note that for several fields you must select from the drop-down menu that appears once you start typing. These fields include Dept ID and Building.

2. **Attractive Asset Upload Tool—** This tool allows the user to upload more than one attractive asset at time. To access this tool, log into myAssets and go to the Tools on the left-hand side and click on **Upload Attr Assets**. Once on this page, you can follow the onscreen directions. Please note that fields with an * are required fields and for all items that are now part of the Required Attractive Certification (RAC), a user will also be required. Any field that is in blue font on this page has a pop-up window that provides additional information when you click on it.
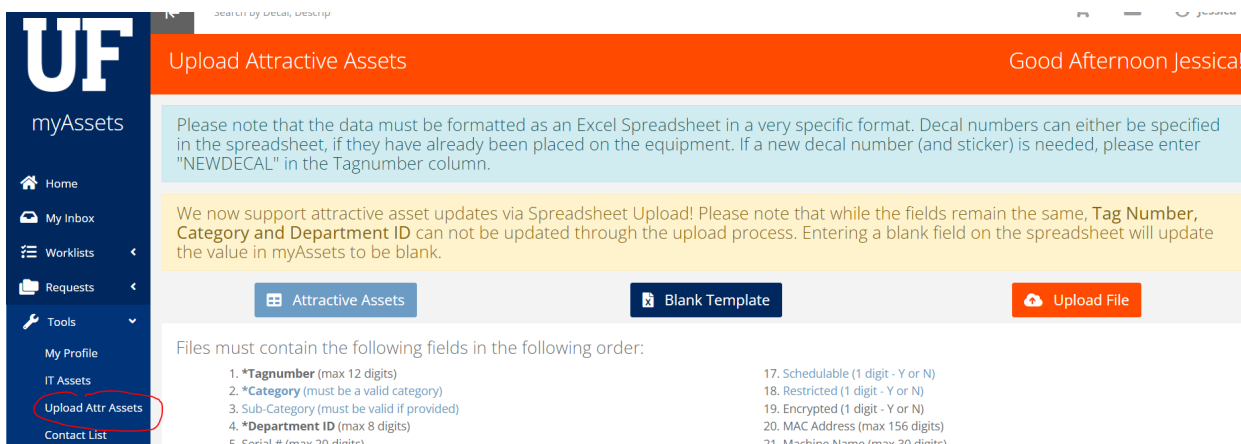
Additional Help

For further assistance, please call Asset Management Services at 352-392-2556, or visit the UF Asset Management website.